

# Creating a Tribute Video

Honorees celebrating 40 or more years at UVA (academic and Medical Center) are eligible for a tribute video made up of short video messages from colleagues and department leadership. To create a Tribute video, follow these steps:

 **Start a Tribute**

Go to [www.tribute.co](http://www.tribute.co) and click on Start a Tribute in the upper right corner of the page.

**1** Fill in the answers to begin:

**2** Select the Concierge editing package

**3** Fill in your contact information and click "Sign Up"

Thank you!



Customize your tribute by uploading a photo of the honoree and asking people to answer specific questions in their video such as:

- What do you appreciate the most about this person?
- What is an important lesson you have learned from this person?"

Now you are ready to invite people to upload short video messages!

You can enter email addresses into the webpage OR you can simply copy the tribute link and email that to team members.



Once all of your videos are uploaded by the deadline, Tribute will edit the video and send it back to you to share with the honoree as a gift.

**PAYMENT:** In order to pay for your tribute, use the code UvaTributeGift

Any questions? Email [AskHR@virginia.edu](mailto:AskHR@virginia.edu)